



May 7, 2004

**MEETING NOTICE FOR MEMBERS AND GUESTS
OF THE DIVISION OF THE STATE ARCHITECT (DSA)
ADVISORY BOARD**

Agenda Available for download at:
<http://www.dsa.dgs.ca.gov/DSANews/default.htm>

POLICIES AND PROCEDURES COMMITTEE

A public meeting will be held on:

Wednesday, May 19, 2004

10:00 a.m. – 3:00 p.m.

California Community Colleges Building

1102 Q Street, Sacramento, CA

5th Floor, Conference Room A

(916) 445-8100

Advisory Board Members: To ensure that there will be a quorum, if a scheduling conflict arises please notify John Vester, Elena Tarailo, or Dan Rasmussen as soon as possible, not later than May14.

All Questions: May be directed to John Vester (916) 445-1325, Elena Tarailo (916) 445-0119, or Dan Rasmussen (916) 327-7230.

ROSTER

Committee Members

Lowell Shields*, Chair

Gale Bate*

Steve Castellanos

Kerry Clegg*

Rich Henry*

Art Ross*

David Smith*

Committee Staff

Dan Rasmussen

Elena Tarailo

John Vester

* = DSA Advisory Board Member

A G E N D A

- I. Introductions
- II. Revisions to Committee Rules - UDC
- III. Revisions, Corrections and Updates to Policies and Procedures
- IV. Revisions, Corrections and Updates to Appeals Procedure
- V. Recap of action items
- VI. New Business
- VII. Schedule Next Meeting
- VIII. Adjourn

Sincerely,

John Vester
Interim Executive Director
DSA Advisory Board

Reminder: Please call (916) 327-7230 on Tuesday, May 18, 2004 after 3:00 p.m. to confirm that the meeting will take place as scheduled. The recording will verify the meeting date and location.

The meeting facilities and restrooms are accessible to the physically disabled. Requests for accommodations for the disabled (assisted listening device, sign language interpreters, teleconference equipment, etc.) should be made to the Division of the State Architect Advisory Board office **no later than 5 working days** prior to the day of the meeting.

DIRECTIONS

From I-5

Take the Q Street exit, East. Continue on Q Street. The building is located on Q St. between 11th and 12th, on the right.

From the Bay Area, Capital City Freeway (Business 80)

Take the 5th Street exit. Turn left onto 5th Street. Continue on 5th Street to Q Street. Turn right on Q Street. The building is located on Q St. between 11th and 12th.

From the East, Capital city Freeway (Business 80)

Take the P Street exit. Turn right on P Street. Turn left on 11th Street. The building is located on Q St. between 11th and 12th.

Airport Shuttle Service is Available, for example:

Online: <http://www.supershuttle.com/Default.htm> Phone: 800-BLUE VAN (258-3826)

Or: <http://www.bajalimo.com> Phone: (800) 990-2252

PARKING GARAGES (Rates subject to change)

Benvenuti Plaza . 1515 S Street. \$6.00 per day/ \$1.00 and hour

10th and P Street . (between O and P).. \$12.00 per day/ .75 per hour

11th and 12th Street . (between O and P).. \$12.00 per day/ .75 per hour